



The passport card will facilitate entry and expedite document processing at U.S. land and sea ports-of-entry when arriving from Canada, Mexico, the Caribbean and Bermuda. **The card may not be used to travel by air.** It will otherwise carry the rights and privileges of the U.S. passport book and will be adjudicated to the exact same standards.

The Department of State is issuing this passport card in response to the needs of border resident communities for a less expensive and more portable alternative to the traditional passport book. The card will have the same validity period as a passport book: 10 years for an adult, five for children 15 and younger. For adults who already have a passport book, they may apply for the card as a passport renewal and pay only \$20. First-time applicants will pay \$45 for adult cards and \$35 of children.

For more information please visit:
<http://www.travel.state.gov>

UNITED STATES PASSPORT APPLICATION SERVICES



CITY OF MARICOPA
OFFICE OF THE CITY CLERK
45145 W. MADISON AVE.
P.O. BOX 610
MARICOPA, AZ 85239
(520) 568-9098
www.Maricopa-AZ.gov



PASSPORT APPLICATION OVERVIEW

Passport Application form available at:

City of Maricopa
Office of the City Clerk
45145 W. Madison Ave.
Maricopa, AZ 85239

Passport Acceptance Hours

Monday through Friday
8:00 a.m. to 4:30 p.m.

Standard Service for Passport Delivery:

Approximately 6 weeks

Expedited Service for Passport Delivery:

2 to 3 weeks -

*Additional \$60 per application

*Overnight delivery is available for an additional fee

Emergency Passport Service:

Travelers departing in less than two weeks may contact the Office of the City Clerk for additional details.

For passport applications already submitted, please contact the following for the status of your application:

Call: 1-877-487-2778

TDD/TTY Users: 1-888-874-7793

Visit: <http://www.travel.state.gov>

Email: npic@state.gov

TO OBTAIN A UNITED STATES PASSPORT, YOU MUST PRESENT THE FOLLOWING:

1. PROOF OF U.S. CITIZENSHIP (one of the following)

- Previous U.S. Passport
- Certified* birth certificate issued by the city, county or state
- Consular Report of Birth Abroad or Certification of Birth
- Naturalization Certificate/Certificate of Citizenship

* NOTE: A certified birth certificate has a registrar's raised, embossed, impressed or multicolored seal, registrar's signature, and the date the certificate was filed with the registrar's office, which must be within one year of birth.

2. PICTURE IDENTIFICATION (one of the following)

- Previous U.S. Passport
- Current Naturalization Certificate
- Certificate of Citizenship
- Current, valid Driver's License, Military ID Card, City, State, or Federal Government ID Card.

3. TWO IDENTICAL PASSPORT PHOTOS

- Photos must be 2"x 2" in size, color or black and white with a white or off white background. Passport photos can be taken in the Office of the City Clerk for a fee of \$10.

UNDER AGE 16

- The minor **MUST** appear in person. All applications for children under 16 require both parents' or legal guardians' consent.

AGE 16 TO 17

- The minor **MUST** appear in person. For security reasons, parental consent may be requested. If a child does not have identification of his/her own, a parent must accompany the child, present identification, and cosign the application.

PASSPORT RENEWAL

To be eligible for passport renewal by mail, you must meet the following requirements:

- Previous U.S. passport was issued within the last 15 years
- Applicant was at least 16 years of age when the passport was issued
- Passport must be undamaged and submitted with the application
- Applicant's name is the same on the previous passport or name change was by marriage or court order and proper documentation can be submitted to reflect name change

FEES

PASSPORT CARD

(Not for travel by air. Valid for land and sea crossings between the U.S. and Canada, Mexico, Bermuda and the Caribbean only.)

ADULTS (Age 16 and older) **\$55**

Includes: Application Fee: \$20 (check or money order made payable to: **U.S. Department of State**)

Execution Fee: \$25

(cash or check made payable to: **City of Maricopa**)

Photo Service: \$10

(cash or check made payable to: **City of Maricopa**)

CHILDREN (Age 15 and younger) **\$45**

Includes: Application Fee: \$10
(check or money order made payable to: **U.S. Department of State**)

Execution Fee: \$25

(cash or check made payable to: **City of Maricopa**)

Photo Service: \$10

(cash or check made payable to: **City of Maricopa**)

PASSPORT BOOK (Valid for travel by air, land or sea.)

ADULTS (Age 16 and older) **\$110**

Includes: Application Fee: \$75
(Check or money order made payable to: **U.S. Department of State**)

Execution Fee: \$25

(Cash or check payable to: **City of Maricopa**)

Photo Service: \$10

(Cash or check payable to: **City of Maricopa**)

CHILDREN (Age 15 and younger) **\$95**

Includes: Application Fee: \$60
(check or money order made payable to: **U.S. Department of State**)

Execution Fee: \$25

(Cash or check made payable to: **City of Maricopa**)

Photo Service: \$10

(Cash or check made payable to: **City of Maricopa**)

LOST OR STOLEN PASSPORT

If your passport is lost or stolen, report the loss on form DS4, "Statement of Lost or Stolen Passport." If you are abroad, report the loss immediately to the local police authorities and the nearest U.S. embassy or consulate. Remember to write your current address in pencil in the space provided in your passport so it can be returned to you if found. Passports reported lost or stolen are invalidated and can no longer be used for travel. If you recover the passport after you have reported it lost or stolen, please submit it to the following address:

**U.S. Department of State Passport Services
Consular Lost/Stolen Passport Section**

1111 19th Street, NW, Suite 500, Washington DC 20036
(202) 955-0430